

Addendum #1
Questions and Answers
RFP# 305PUR-DHHRFP-BEMSSTAFF-OPH

General Questions

1. Will Louisiana consider removing the EMT requirements for ICS positions that do not require basic EMS expertise such as resource unit leader, situation unit leader, finance section chief, etc?

Yes, the Bureau of EMS will waive the EMS certification requirement for the following IMT positions: Finance and Administration Section Chief, Situation Unit Leader, Resource Unit Leader, Documentation Unit Leader, Demobilization Unit Leader, Service Branch Director, Communication Unit Leader, Food Unit Leader, Support Branch Director, Supply Unit Leader, Facilities Unit Leader, Time Unit Leader, Procurement Unit Leader, Compensation/claims Unit Leader, and Cost Unit Leader. The RFP is being amended to reflect this change. See Addendum #2.

2. If Louisiana is willing to reconsider the EMT requirement, can Louisiana re-define their expectations pertaining to EMT requirements.

The EMT requirement will remain in place except for the positions described in question #1.

3. It appears that all successful and accepted bidders may require common training such as ICS 300 & 400, ICS position specific, and O-305 AHIMT training courses. In order to consolidate costs across contractors, would BEMS/Louisiana entertain a proposal that includes a training program that all contractors could use to get their personnel qualified?

The Readiness phase of the contract is intended to provide funding to “ready” personnel. This includes funding for training.

Deliverable 1 Readiness Phase Questions

4. (Ref: Page 9, #1) Will consideration be given to a selected planner that does not meet all listed experience, qualifications, and training?

Yes. The RFP is being amended to reflect that it is preferred, but not mandatory, that the planner meets all of the listed requirements. See Addendum #2.

5. (Ref: Page 9, #1) Where will the planner be expected to work from and will office space be provided?

Planning will be conducted in the most effective manner possible which may include working in the office, working in the field, or working remotely. Office space will be provided when the planner is needed to work within the office.

6. (Ref: Page 10, #3) What are the expectations of contractors in terms of manpower requirements and level of participation in the annual drills?

For the annual drills, the MACC command and general staff as well as the branch directors shall be present.

7. (Ref: Page 10, #4) How many MACC planning meetings are anticipated annually?

We are anticipating a MACC meeting every quarter.

8. (Ref: Page 10, #4) Will the provided planners attendance at the MACC meeting be considered as contractor participation?

Yes.

Deliverable 1 Response Phase Questions

9. (Ref: Page 11, #6) Will BEMS be providing all other IMT positions to whom the contract provided 5 positions will report? (For example, will BEMS be providing the command and general staff positions?)

Yes.

10. (Ref: Page 11, # 5) Will contract personnel be provided with a delegation of authority that will provide the expectations and empower the staff to complete the assigned tasks?

Yes.

11. (Ref: Page 11, # 5) Is the contractor responsible for any level of material, supply, or manpower support to the EMS resources listed?

The contractor will only be responsible for providing the material listed in the RFP.

12. (Ref: Page 12, # 6) Will consideration be given to personnel who do not meet all of the qualifications, experience, and training listed?

Yes. The RFP is being amended to reflect that some positions will not require EMS Certification. See Addendum #2.

13. (Ref: Page 12, # 6) Can completion of the training be completed after the contract is initiated in the readiness phase?

Yes, but personnel must have the indicated training prior to being deployed.

14. (Ref: Page 12, # 6) When it states contractor is responsible to provide 10 additional support personnel, is it intended per shift and requiring the contractor to provide 20 personnel for 24 hour period?

Yes.

15. (Ref: Page 12, # 6) What tasks and assignments will the 10 additional support personnel be assigned?

The additional personnel will fill positions within the construct of the following units and sections: Finance and Administration Section Chief, Situation Unit Leader, Resource Unit Leader, Documentation Unit Leader, Demobilization Unit Leader, Service Branch Director, Communication Unit Leader, Food Unit Leader, Support Branch Director, Supply Unit Leader, Facilities Unit Leader, Time Unit Leader, Procurement Unit Leader, Compensation/claims Unit Leader, and Cost Unit Leader.

16. (Ref: Page 12, # 6) Are the 10 additional support personnel expected to be qualified in any ICS position?

No, it is not a requirement.

17. (Ref: Page 12, # 8) What service provider does BEMS or State of Louisiana use for cellular service? (For compatibility purposes)

The State of Louisiana has vendor agreements with AT&T and Sprint.

Deliverable 2 Readiness Phase Questions

18. (Ref: Page 13, # 2) Will the BEMS provided electronic system be available year around to the contractor in order to develop and maintain proficiency?

Yes.

19. (Ref: Page 13, # 3) How many contractor IMT members are expected to participate in the annual exercise?

For the annual drills, the APS command and general staff as well as the branch directors shall be present.

20. (Ref: Page 13, # 4) How many other drills shall the contractor be expected to participate in and how many of the IMT members are expected to participate in those exercises?

We do not currently anticipate more than one drill at this time.

21. (Ref: Page 13, # 5) How many hours of annual training are required per IMT member?

We do not yet know how many hours training on the response plans will take.

22. (Ref: Page 13, # 5) Does BEMS have any developed curriculum they would like used in the annual training?

Not at this time. BEMS does reserve the right to provide training curriculum as it becomes available.

Deliverable 2 Response Phase

23. (Ref: Page 14 & 15, # 5) Will BEMS be providing all other IMT positions to whom the contract provided 5 positions will report? (For example, will BEMS be providing the command and general staff positions?)

Yes.

24. (Ref: Page 15, # 5) Will consideration be given to personnel who do not meet all of the qualifications, experience, and training listed?

Yes. The RFP is being amended to reflect that some positions will not require EMS Certification. See Addendum #2.

25. (Ref: Page 15, # 5) Can completion of the training be completed after the contract is initiated in the readiness phase?

Yes, but personnel must have the indicated training prior to being deployed.

26. (Ref: Page 15, # 5) When it states contractor is responsible to provide 15 additional support personnel, is it intended per shift and requiring the contractor to provide 30 personnel for 24 hour period?

Yes.

27. (Ref: Page 15, # 5) What tasks and assignments will the 10 additional support personnel be assigned?

The additional personnel will fill positions within the construct of the following units and sections: Finance and Administration Section Chief, Situation Unit Leader, Resource Unit Leader, Documentation Unit Leader, Demobilization Unit Leader, Service Branch Director, Communication Unit Leader, Food Unit Leader, Support Branch Director, Supply Unit Leader, Facilities Unit Leader, Time Unit Leader, Procurement Unit Leader, Compensation/claims Unit Leader, and Cost Unit Leader.

28. (Ref: Page 15, # 5) Are the 15 additional support personnel expected to be qualified in any ICS position?

No, it is not a requirement.

29. (Ref: Page 15, # 7) What is meant by a basic cellular phone? Would a smart phone be acceptable?

Yes, a smart phone is not required but is acceptable.

Deliverable 3 Readiness Phase

30. (Ref: Page 16, # 1) What is the number of meetings per region the contractor is expected to participate in?

The contractor will meet with all the DRCs at a common location. We anticipate quarterly meetings.

31. (Ref: Page 16, # 1) Will the planner position referred to in deliverable 1 participation in these meetings be acceptable as contractor participation?

Yes, if the planner in deliverable 1 is of the same vendor in deliverable 3.

32. (Ref: Page 16, # 2) How many contractor IMT members are expected to participate in the annual exercise?

For the annual drills, the command and general staff as well as the branch directors shall be present.

33. (Ref: Page 16, # 3) How many other drills shall the contractor be expected to participate in and how many of the IMT members are expected to participate in those exercises?

We do not currently anticipate more than one drill at this time.

34. (Ref: Page 13, # 5) How many hours of annual training are required per IMT member?

We do not know how many hours training on the response plans will take.

35. (Ref: Page 13, # 5) Does BEMS have any developed curriculum they would like used in the annual training?

Not at this time. BEMS does reserve the right to provide training curriculum as it becomes available.

Deliverable 3 Response Phase

36. (Ref: Page 17, # 1) Will BEMS entertain an alternate Incident Management structure other than the 9 Type 3 IMTs per region?

Yes. The RFP is being amended to indicate that alternate position specific credentials could be considered which would alter the Incident management structure. See Addendum #2.

37. (Ref: Page 17, # 4) Why does it list two Division Supervisors? Is this an error and was another position supposed to be listed?

There are two DRC supervisors, one to work in the MACC and one to be in the field.

38. (Ref: Page 17, # 4) When it states contractor is responsible to provide 36 additional support personnel, is it intended per shift and requiring the contractor to provide 72 personnel for 24 hour period?

Yes.

39. (Ref: Page 17, # 4) What tasks and assignments will the 36 additional support personnel be assigned?

The additional personnel will fill the four positions listed within each region: Logistics, Planning, Finance, and Operations section chiefs.

40. Will BEMS be providing other non-listed IMT personnel such as PIO, Liaison Officer, Safety Officer, etc?

If these additional positions are needed, then BEMS will provide personnel to fill them.

41. (Ref: Page 18, # 4) Will consideration be given to personnel who do not meet all of the qualifications, experience, and training listed?

Yes. The RFP is being amended to reflect that it is preferred, but not mandatory, that the personnel meet all of the listed requirements. See Addendum #2.

42. (Ref: Page 18, # 4) Can completion of the training be completed after the contract is initiated in the readiness phase?

Yes, but personnel must have the indicated training prior to being deployed.

43. (Ref: Page 18, # 5) Will a Mi-Fi type device be an acceptable substitute for the wireless card?

Yes. The RFP is being amended to reflect this change. See Addendum #2.

General Questions

44. Are contractors limited to purchasing items that were listed in their bid or is there a possibility of getting approval for additional/different items?

Vendors will only be reimbursed for items if they have received written permission from DHH to purchase.

45. If the actual cost for a piece of equipment increases or decreases from the price a contractor included in a proposal, or that particular item is no longer available and the next best thing is a different price, will contractors be able to get reimbursed for the new cost?

Any costs exceeding the amount quoted in the readiness phase will not be reimbursable. In the response phase, there is the potential for reimbursement over the quoted amount due to the variability of activations. This will be addressed on a case by case basis.

46. Does all equipment purchased with grant funding or purchased via contract funding revert back to the State of Louisiana at the end of the contract?

Readiness funds are utilized at the discretion of the vendor in order to meet the requirements stipulated in the RFP. Therefore, any equipment purchased by the vendor with these funds is property of the vendor.

47. How will contract personnel in the field be given notification to alert for emergencies such as hazardous weather conditions?

Contract personnel will always have access to the EMS communications channels. Personnel should monitor the assigned frequency for any announcements regarding alerts, etc. Supervisors will also be notified via phones and text messaging when available.

48. Will contractors be responsible for monitoring weather conditions for their field personnel?

Contractors should always maintain situational awareness for their staff. The BEMS MACC will issue situation reports and safety notices as needed regarding weather conditions. This information will be conveyed to all supervisory personnel for further dissemination.

49. What weather conditions would lead to a suspension of operations?

While the exact wind speed has not been decided, transportation operations will suspend when winds reach sustained speeds between 30-50 MPH. Flooding may be another weather condition that could suspend operations.

50. What is the actual activation process and how will contractors be notified and activated?

Contractors will be put on alert when the first signs of an activation manifest. This will be done via phone and e-mail. An activation will occur when BEMS is notified by the State Health Officer.

51. Regarding the Southeastern Contraflow process, when does that happen in the pre-storm timeline? Does it reach all the way to Baton Rouge and potentially hinder a contractor's traveling to Baton Rouge via ground transport?

Contraflow will commence at the discretion of the Governor and Louisiana State Police based upon the size and scope of the emergency. Yes, it has the potential to hinder contractor travel.

52. Do personnel have to meet all training prerequisites on June 1st of 2015?

Personnel must have the indicated training prior to being deployed.

53. Will contractors be given access to After Actions Reviews and case studies from past incidents and exercises?

Yes.

54. When providing information for the Cost Template section of the proposal, may a proposer use a more detailed breakdown of rates/hourly costs for personnel during the response phase portion in lieu of the provided cost worksheet or should they fill out the cost worksheet and then provide an additional breakdown that better explains their rates?

Proposers should fill out the Cost Template provided in Attachment V and, if they so choose, provide an additional breakdown that better explains their rates.

55. If Louisiana has contracts with local hotels in Baton Rouge for reserving blocks of rooms during emergency operations, would contractors be allowed to utilize this contract to secure accommodations for response personnel during activations?

Yes.

56. What are the Readiness Grant dollar amounts for each Deliverable?

There is not currently a set amount for the Readiness funding.

Deliverable 1 Multi-Agency Coordination Center (BEMS MACC)

57. What are the working hours expected of the full-time planner? Are the hours flexible in terms of being allowed to work longer days to allow for time away from Louisiana?

The planner shall work between 30-40 hours per week and will be paid on an hourly basis. Hours are flexible as the position must be able to accommodate non-traditional work hours.

58. Does the planner have to be the same individual throughout the contract or may the contractor provide a replacement following approval of the candidate by Louisiana?

The planner should be the same individual throughout the contract.

59. Is the ten-person MACC staffing number the number required to be on duty at all times or the total number for 24 hours? Is it two shifts of five personnel, or two shifts of 10 personnel per 24-hour period?

Up to 10 additional people may be required for each 12 hour operational period, for a total of 20 personnel per 24 hour period.

Deliverable 4 Bus Triage Field Support

60. What personal belongings are evacuees allowed to bring on the buses with them? Are there restrictions on the sizes of luggage and belongings?

There are no policies regarding luggage evacuees are allowed to bring with them.

61. If Bus Triage personnel determine that an evacuee requires entry into the EMS/medical system and they are traveling with family, will they be separated or will they be kept together?

It will be up to the family if they want to stay with their family member entering the health system. Once they exit the evacuation buses, it will be up to the individual to find transport upon discharge.

62. What kinds of buses will be used?

Contracted passenger buses will be used for evacuations.

63. Will evacuee belongings be in bus storage bins/compartments or with owners?

Belongings will be both in storage and with owners.

64. What are the procedures for the belongings/luggage of evacuees who enter the EMS system?

Patients shall be allowed to bring their belongings with them as long as the transport vehicle is able to fit them.

65. What are the rules on pets accompanying their owners during evacuations?

In accordance with LRS 29:726, household pets are generally allowed to be evacuated with their owner.

66. What provisions are there at the Bus Triage Site for pets of persons who need entry into the EMS/medical system?

Regarding patients who need EMS transport but have a pet in their possession, the Transportation Triage Site Manager would contact GOHSEP State EOC for assistance; this is to be done on a case by case basis.

67. Are there size limits or limits on types of animals pet owners may bring during evacuation?

The Bureau of EMS does not have a specific regulation addressing this. In accordance with LRS 29:726, household pets are generally allowed to be evacuated with their owner.

68. Will there be bathrooms available at the Bus Triage Site for contractor personnel?

| Yes.

69. Will there be a tent or covered area available contractor personnel to use for breaks at the Bus Triage Site?

Yes.

70. Will there be shelter for any patients awaiting ambulance transport at the Bus Triage Site?

Depending on the size and scope of the emergency, additional shelter sited may be activated.

71. Who are the “volunteers” mentioned as being utilized for lifting and moving patients at the Bus Triage Site? Are they provided through the LAVA Program and are there specific skills or training that they will have?

Volunteers will be recruited through the LAVA program but their specific skills and training will not be known until they are requested.

72. What type of Physician will be at the Bus Triage Site? What will his or her role be?

A physician licensed through the Louisiana Board of Medical Examiners will serve as the Transportation Triage Incident Commander.

73. Will language and American Sign Language interpreters be available at the Bus Triage Site, or during post-storm operations?

Interpreters will generally be available through a request via the ICS system.

74. On page 21, Response Phase Item #5, what are the frequencies for the BEMS Communications Fleet Map and what is the number of radios and cell phones needed to meet this requirement?

Radio frequencies will be provided to the vendor upon initiation of the contract. The group supervisors must have a radio and cell phone.

End of Questions